DEPARTMENT OF THE ARMY
79th Ordnance Battalion (EOD)
52d Ordnance Group (EOD)
Fort Sam Houston, Texas 78234-5056


AFOD-B (1oo)                                       11 July 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT:  Supplement to OI 350-1, Training


     This supplement replaces previous battalion supplement
dated 17 Jun 99.  Significant changes were made and the entire
OI should be reviewed in detail for updating members of the
command.

1.  REFERENCES:

    a. AR 350-1.

    b. 52d Ordnance Group OI 350-1.

2.  PURPOSE: Supplements requirements of 52d Ordnance Group
(EOD) OI 350-1 dated 8 Oct 97.

3.  SCOPE: This supplement is directive in nature and applies
to all personnel assigned or attached for duty with the 79th
Ordnance Battalion (EOD), and it's subordinate units.

4.  REPORTS:

    a. Tng Schedule (ENCL 1)(4th week out) Wednesdays 1200
    b. NCOES Report (ENCL 3) 1$^{st}$ working day of the month
    c. Schools List (ENCL 2) Submit with DA 4187 or change
                             in number of required schools
    d. FTX OPORD            Wednesday 1200, two weeks before
                              FTX
    e. Long Range Tng Plan  15 Sep yearly
    f. Short Range Tng Plan  30 Days before start of each
                             quarter

5.  Replace text in 3.c. with: It is the unit commander's
responsibility to use guidance established by the DOD, 52$^{nd}$
Ordnance Group (EOD) and the 79th Ordnance Battalion (EOD) to
develop a training plan that best utilizes the combination of

resources, materials and time so that each soldier can master the essential skills necessary to ensure the unit is capable of performing its assigned mission during peacetime and under combat conditions.

6.  Add subparagraph 5.a.(3): Commanders will provide training to unit personnel annually on those applicable subjects listed in AR 350-41, Table B-1.  Class rosters will be maintained as part of the training reference file for mandatory training classes. Rosters entered in DAIRS may be used in lieu of paper copies.

7.  Add subparagraph 5.c.(5): Physical fitness training will be conducted for a minimum of three hours per week and scheduled for a minimum of three days per week.  Exercise regimens will be IAW the FITT principle as outlined in FM 21-20.  The goal of this battalion and its subordinate units is to reach the DA goal of four-mile formation run in 36 minutes. Unit commanders will use FM 21-20, and Master Fitness Trainers where available, when developing a fitness program for their organizations.  The authorized Army PT uniform will be worn during organized PT.  The only exception to this policy is a single color tee-shirt with the unit logo or EOD badge superimposed on it may be worn in lieu of the Army gray tee-shirt.  Units will wear reflective safety gear during periods of reduced visibility or IAW local installation policy.

8.  Add subparagraph 5.c.(6): Unit commanders will develop a remedial physical fitness program for individuals identified as Army Physical Fitness Test (APFT) failures. Remedial PT will be supervised and conducted during normal duty hours.  This program will be in writing and published within the unit.

9.  Add subparagraph 5.d.(4): Unit commanders should coordinate with other units on their installations to "piggy back" personnel for weapons qualifications to maintain qualification standards.

10.  Add subparagraph 5.e.(3): Commander, 79th Ordnance Battalion (EOD) will provide a Training Assistance Visit (TAV) when requested by unit commanders.  Commanders will provide a list of those areas in which he/she wishes an objective evaluation to determine his/her unit's training level.  Requests will be submitted at least 60 days in advance of the event and will be in memorandum format with battalion commander endorsement.

AFOD-B
SUBJECT: Supplement to OI 350-1, Training

11.  Change subparagraph 5.f.(1) to read: EOD companies must
conduct a minimum of one 96 hour FTX per quarter.  In addition,
units will schedule the appropriate preparation and recovery
time.   FTX credit is given for NTC, deployments, Redstone
Refresher, ARTEP.

12.  Add to subparagraph 5.g.(1): SGT's Time is to be 5 hours
of continuous training.

13.  Add subparagraph 5.g.(7): Unit commanders will select a
second day of the week to conduct at least three hours of other
training such as mandatory training subjects.  This training
period is intended to provide time to train on other training
not appropriate for SGT's Time Training. Although you may use
this time to supplement, this training will not coincide with,
nor take the place of Sergeants Time Training.

14.  Add subparagraph 5.i.(3): Commanders will publish their
annual long range training plan NLT 1 SEP to arrive at the 79th
Ordnance Battalion (EOD) NLT 15 SEP.  Units will update their
long range training plan with a 90 day short range training plan
45 days prior to the start of the Quarter with the updated short
range schedule due to the 79th Ordnance Battalion NLT 30 days
prior to the start of the Quarter.

15. Add subparagraph 5.k. (2): Once approved by the Battalion
Commander, the training schedule will be executed.  Changes to
training schedules must be submitted to the S-3, ATTN: Training,
and approved by the Battalion Commander.  Changes will be
handled on a case by case basis and must be kept to a minimum
with adequate justification provided.

16. Add subparagraph 5.k. (3): Training schedules will reflect
as a minimum the following information in the standard enclosed
format (Enclosure 1):

     (a)  Training meetings. One hour with commander listed as
trainer.

     (b)  Command Maintenance.  Listed by type of equipment.

     (c)  METL/BOS/MTP task and supporting task. Listed on
bottom in remarks section. Also list MOS training tasks.

     (d)  Instructor/Assistant Instructor by name.

     (e)  Training reference(s).

  (f) Low Density MOS training. List Low density personnel, MOS and training scheduled.

  (g) Physical Training (PT). Minimum three days for one hour.

  (h) Safety brief. All Holiday/Training Holiday weekends.

  (i) NCOLDP. 4 continuous hours once a month. This training can either replace the "other training" outlined in paragraph 13, or be scheduled in addition to all other training (new time block). For further information on NCOLDP, see 52d Ordnance Group (EOD) OI 350-3 and the 79th Ordnance Battalion (EOD) Supplement.

  (j) Classes/Training supporting Law Enforcement Agencies will be scheduled and depicted on the appropriate Training Schedule at 4 weeks in advance.

  (k) Units participating in Pay Day Activities will schedule one 4-hour period on the first working day of the month. There will be no mid-month Pay Day Activities.

17. Add subparagraph 5.k.(4):  Generally, The week of a CSDP should reflect all required training events along with the CSDP, and generally, the week prior to a change of command will not. Only Change of command inventories and a training meeting are required on this particular schedule. PT may also be excused due to inclement weather while doing the inventory.

18. Add subparagraph 5.m.: <u>Service Schools/Training</u>:  All requests for attendance at a service school which require travel orders from this battalion must be submitted on a Request for Personnel Action (DA Form 4187) to the 79th Ordnance Battalion (EOD), ATTN: Training NCO.  A current updated copy of DA Form 2A and 2-1/ERB or Officer Record Brief (ORB) and updated roster of required schools (Encl 2)with number trained must accompany the request. If unit's installation has the required course available, unit will send personnel to that course unless the unit can not get a slot in a reasonable amount of time which will cause the unit to fall below the required amount of personnel needing training in that area.

AFOD-B
SUBJECT: Supplement to OI 350-1, Training

| SCHOOL | Required # personnel to be trained |
|---|---|
| ADAPCP | 2 |
| Airload Planner | 2 |
| AMMO-62 | 2 |
| Combat Life Saver | 8 (1 per team, 1 HQ) |
| EO/EEO | 1 |
| ULLS-G | 2 |

| SCHOOL(Con't) | Required # personnel to be trained |
|---|---|
| ULLS-S4 | 2 |
| UMOC | 2 |
| SPBS-R | 1 92Y |
| Armorer | 2 |
| Field Sanitation | 2 |
| SATS | 2 |
| NBC | 2 |

19. Add New Paragraph 6: The M10 (PLDC) report is due at this
Battalion, ATTN: Training, on the 1$^{st}$ working day of every month.
Format enclosed as enclosure 3.

20. Add New Paragraph 7: Units will post an internal Order of
Merit Listing (OML) for individuals to attend schools.  This
Battalion will in turn, post an OML by Unit.

21. Efficient and Effective!


                              //original signed//
                              PATRICK J. KELLY
                              LTC, OD
                              Commanding


DISTRIBUTION:
A

**DEPARTMENT OF THE ARMY**

| WEEKLY TRAINING SCHEDULE | UNIT: Your unit here | WEEK AND PHASE OF TRAINING: INCLUSIVE DATES: |
|---|---|---|
| PAGE 1   REV: 0 | | Week ??  ?st Qtr, FY 01 dates of training Mon-Sun |

| DATE & TIME | PERSONNEL TRAINED | ACTIVITY | LOCATION | TRAINER | TEXT REF | UNIFORM |
|---|---|---|---|---|---|---|
| **Mon Date here** | | | | | | |
| time of event | Your unit here | Physical Training | location of event | Trainers name & rank | Fm 21-20 | P |
| time of event | Your unit here | Mission Support | location of event | Trainers name & rank | OI's | D |
| time of event | Your unit here | Training meeting | location of event | Commander | FM 25-101 | D |
| time of event | Your unit here | Command Maint | location of event | Trainers name & rank | appl. Pubs here | D |
| **Tue Date here** | | | | | | |
| time of event | Your unit here | Physical Training | location of event | Trainers name & rank | Fm 21-20 | P |
| time of event | Your unit here | EOD training | location of event | Trainers name & rank | appl. Pubs here | D |
| time of event | Your unit here | Low  density Training | location of event | Trainers name & rank | appl. Pubs here | D |
| time of event | Your unit here | Mission Support | location of event | Trainers name & rank | appl. Pubs here | D |
| **Wed Date here** | | | | | | |
| time of event | Your unit here | Physical Training | location of event | Trainers name & rank | Fm 21-20 | P |
| time of event | Your unit here | Mission Support | location of event | Trainers name & rank | appl. Pubs here | D |
| **Thur Date here** | | | | | | |
| time of event | Your unit here | SGT's Time training | location of event | Trainers name & rank | Appl. pubs | F |
| time of event | Your unit here | Mission Support | location of event | Trainers name & rank | appl. Pubs here | D |
| **Fri Date here** | | | | | | |
| time of event | Your unit here | Physical Training | location of event | Trainers name & rank | Fm 21-20 | P |
| time of event | Your unit here | Mission Support | location of event | Trainers name & rank | appl. Pubs here | D |
| Sat Date here | Your unit here | No Training Scheduled | | | | |
| Sun Date here | Your unit here | No Training Scheduled | | | | |

**METL**: Sustain Operations        **BOS**: Combat Service Support

Supporting/Individual Common Task: **Put the date of training and the task number and task name for SGT's Time training event.**
MOS Training**: List teams and training subjects**
Low Density: **SGT Clerk, 75L:  SIDPERS 3 at 3rd SPT BN PAC;  SGT Supply, 92Y: Hand Receipt Procedures at 3rd SPT BN S-4**
Command Maint: **Vehicles, trailers, IM 93s, MK 32 X-rays, SINCGARS**

SIGNATURE:_____
                           CDR signature block


SIGNATURE: _____
                    PATRICK J. KELLY, LTC, OD, Commanding


Uniform Code  P   PT Uniform
                    D   Duty Uniform
                    F   Field Uniform
**NOTE:  each week will include 3 PT sessions, 1 training meeting w/CDR (1 hour), 1 command maintenance, 3 hrs of EOD and Low density training and 1 five hour block for SGT's time (IAW 52d OD GP OI 350-1). Do not forget to schedule holidays.**
         Enclosure 1

AFOD-B
SUBJECT: Supplement to OI 350-1, Training

# DEPARTMENT OF THE ARMY
**YOUR UNIT HERE**
**52D ORDNANCE GROUP (EOD)**
**YOUR POST, STATE, ZIP**


AFOD-XX                                                                DATE


MEMORANDUM FOR Commander, 79<sup>th</sup> Ordnance Battalion (EOD),  ATTN: Training NCO, Fort Sam Houston Texas 78234-5056

SUBJECT:  Schools

1.    **The following chart is a working matrix of schools needed/requested for units assigned to the 79<sup>th</sup> Ordnance Battalion (EOD).  Fill out this matrix as completely and accurately as possible and return to the Battalion training section each time you have changes in the number of persons trained  (this will take place of the OML you send up). Make the appropriate changes to reflect your unit. DO NOT CHANGE NUMBER REQUIRED!**

| Required Schools | # Required | # Trained | Projected Loss | Requested Thru | Remarks |
|---|---|---|---|---|---|
| ADAPCP | 2 | | | | |
| AIRLOAD | 2 | | | | |
| ARMORER | 2 | | | | |
| CLS | All Tms | | | | |
| EO | 1 | | | | |
| FIELD SAN | 2 | | | | |
| NBC-1 | 2 | | | | |
| SATS | 2 | | | | |
| ULLS-G | 2 | | | | |
| NTC 0/C | E-7/E-6 | | | | |
| ULLS-S4 | 2 | | | | |
| UMOC | 2 | | | | |
| SPBS-R | 92Y | | | | |

2.  POC for this is undersigned at DSN XXX-XXXX.



                                        JOHN A. DOE
                                        CPT, OD
                                        Commanding



Enclosure 2

AFOD-B
SUBJECT: Supplement to OI 350-1, Training

M-10 REPORT

| Installation | OML | Met C/O | ENROLLED | | E4(P) | ENROLLED | | Inelig | Backlog |
|---|---|---|---|---|---|---|---|---|---|
| | | | On Post | Off Post | | On Post | Off Post | | |
| HHD 79th Od Bn | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 47th Ord Co (EOD) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 704th Ord Co (EOD) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 705th Ord Co (EOD) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 741st Ord Co (EOD) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 752d Ord Co (EOD) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 761st Ord Co (EOD) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 763d Ord Co (EOD) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 774th Ord Co (EOD) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 788th Ord Co (EOD) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 797th Ord Co (EOD) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **TOTALS** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |

Fill out your unit line only. No need to fill "Total P/U" or "NCOA Cap" blocks. Every thing else is self calculating on the spreadsheet included with this Suppl.

Enclosure 3